



Personnel and Administrative Policy and Procedure

SUBJECT: Leaves of Absence Without Pay	EFFECTIVE DATE: January 15, 2008 REVIEWED: May 2011 REVISED:
CATEGORY: 200 POLICY NUMBER: 200.31	CROSS REFERENCE: AFSCME Contract, Article 12.F

Purpose: To outline a procedure whereby employees can request additional time from work without pay.

Scope: Full-time regular and part-time regular status employees may request unpaid personal leaves of absence.

Policy: A department director may grant a leave of absence without pay not to exceed ninety (90) calendar days beyond any already eligible paid leave. Leaves of absence without pay for periods in excess of ninety (90) calendar days must be approved by the City Manager and will not be in excess of twelve (12) months.

Guidelines for Use: Unpaid personal leave may be granted for justifiable reasons (e.g., child care or to care for an ill family member), at the City's discretion, provided it does not seriously disrupt City operations. Personal leaves are not granted until all unused vacation, compensatory time off, administrative leave days, floating holidays and federal and state mandated leaves have been exhausted. Unpaid leave is not to be used for other employment.

Procedures

- Request for such leave must be in writing at least two (2) weeks prior to commencement of the requested leave. If the leave request is necessitated by an emergency, the employee or an immediate family member must notify the department director as soon as is practical. Within three (3) days of the emergency request, a written explanation of the nature of the leave and the expected length of the absence should be submitted to the department director.
- The department director either approves or denies the request if it is for ninety (90) calendar days or less.
- The department head will notify the employee and Human Resources of the decision.
- For a request of more than ninety calendar (90) days, the request will be forwarded, along with a recommendation by the department director, to the City Manager for review and decision.
- If an employee does not return to work following the conclusion of the leave without pay and without requesting, and being granted additional leave, the employee will be considered to have abandoned their position.

Responsibilities

Employee:

- Submit any such request with as much advance notice as possible.

Department Head:

- Make a determination taking into consideration both the business needs and the merits of the employee's request.
- Notify the employee and Human Resources of the decision.

Human Resources:

- Complete a Personnel Action Form noting any leaves without pay.
- Provide consultation to the employee and department director regarding the impact of such leave.